Jaime A. Molera
Superintendent of
Public Instruction

MEMORANDUM

April 19, 2002
CN-41-02

TO: School Food Authorities

FROM: Lynne Dulin, Director
                Student Services

SUBJECT: SY2002-2003 Renewal Application Process and Internet Training

Child Nutrition Programs is happy to announce the training for the new CNP Web program application and reimbursement claim system. To begin your SY 2002-2003 application process, your sponsoring organizations is required to attend computer training on the use of the CNP Web. Program applications and reimbursement claims will be submitted to the Child Nutrition Programs office via the Internet.

Sponsoring organizations are required to attend a CNP Web Training class prior to submitting applications and claims for SY2002-2003. The first CNP Web training sessions will begin the week of May 20, 2002 and will be conducted by the department's Regional Training Centers (RTC) throughout the state. A schedule of the May training dates is provided on the second page of this memo.

Below is important information that you will need to know prior to taking the training:

Important Dates

May 20 – June 6, 2002	Attend one of the CNP Web training classes
July 1, 2002	Begin submitting SY2002-2003 program applications through CNP Web
August 10, 2002	July reimbursement claims submitted through CNP Web

Who Needs to Attend Training?

Every sponsor participating in the National School Lunch Program, School Breakfast Program or Special Milk Program must attend one four-hour training session. Up to two people from the sponsoring organization may attend the May training sessions. We recommend that the Food Service Director and one other person who will be using the CNP Web system to either submit program applications or reimbursement claims attend a training session.

What Kind of Training Is This?

The CNP Web training is a four-hour session that will focus on how to use the online system to submit applications and reimbursement claims. This will be limited in the training of non-computer related program information. The course is designed for users that have basic computer knowledge of using windows and Internet browsers prior to attending this session.

How Do I Apply for SY2002-2003?

At least one person from each sponsoring organization must attend the CNP Web training prior to applying for the 2002-2003 school year. Instructions will be given on how to complete the SY2002-2003 application process.

How Do I Register for CNP Web Training?

The department's RTC's will be registering individuals for sessions within each region. The schedule of May training sessions is listed below. Future trainings will be scheduled for those who cannot attend the May sessions. For additional information about the CNP Web training, please contact your assigned CNP Specialist at (602) 542-8700.

Please select a training date and contact the training center in the location nearest you to register immediately, as seating is limited.

City	Workshop Date	Workshop Location	Times	RSVP At:
Glendale	Monday, May 20	ASU-West, 43rd Avenue and Thunderbird Road, CLCC 211	8 to 12 or 1 to 5	Tempe RTC 480-965-3366
Glendale	Tuesday, May 21	ASU-West, 43rd Avenue and Thunderbird Road CLCC 233 and CLCC 213	8 to 12 or 1 to 5	Tempe RTC 480-965-3366
Mesa	Wednesday, May 22	ASU East, Center 120 Power and Williams Field Rd.	8 to 12 or 1 to 5	Tempe RTC 480-965-3366
San Simon	Wednesday, May 22	San Simon High School Computer Lab I-10 Business Loop San Simon, AZ	9 to 1	San Simon RTC 866-830-5128
Tucson	Thursday, May 23 Friday, May 24 Monday, May 27	LIRC Lab 2025 W. Winsett Tucson, AZ	8 to 12 or 1 to 5	Tucson RTC 520-225-4959
Flagstaff	Tuesday, May 28	Coconino High School TLC Lab, Rm. 328 1801 N. Izabel, Flagstaff, AZ	8 to 12	Flagstaff RTC 888-394-1377
Holbrook	Wednesday, May 29	Holbrook High School 445 N. 8th Ave. Holbrook, AZ	8 to 12	Flagstaff RTC 888-394-1377
Yuma	Friday, May 31	Yuma Community Tech. Center 596 S. 4th Ave. Yuma, AZ	8 to 12	Flagstaff RTC 888-394-1377
Lake Havasu	Tuesday, June 4	Lake Havasu Dist.Office Lab 2200 Havasupai Blvd. Lake Havasu, AZ	8 to 12	Flagstaff RTC 888-394-1377
Chinle	Wednesday, June 5	Chinle High School Hwy. 191, Rt. 7, Room #B26 Chinle, AZ	8 to 12	Flagstaff RTC 888-394-1377
Prescott Valley	Thursday, June 6	Humboldt Dist. Info. Srvcs. Office 8766 E. Highway 69 Prescott Valley, AZ	8 to 12	Flagstaff RTC 888-394-1377